



California Department of Consumer Affairs

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SUPERVISING PERSONNEL SELECTION CONSULTANT OPEN SPOT, SACRAMENTO EXAMINATION

Monthly Salary Range: \$6245 to \$6884

Final Filing Date: March 6, 2007

NOTE: This bulletin cancels and supersedes the bulletin for the departmental promotional examination issued on January 30, 2007. Applicants who submitted applications/resumes for the departmental promotional examination do not need to re-apply as their applications/resumes will be considered for this examination.

The Department of Consumer Affairs provides equal employment opportunities to all regardless of age, race, sex, ancestry, color, religion, disability, national origin, marital status, political affiliation or opinion, sexual orientation or pregnancy.

It is an objective of the State of California to achieve a drug-free work place. The use of illegal drugs is against state and federal laws, rules governing civil service and violates the special trust placed in public servants. Applicants for state employment are expected to be drug-free.

HOW TO APPLY

This is an open spot, Sacramento examination for the Department of Consumer Affairs. Applications will not be accepted on a promotional basis. Career credits do not apply.

Please submit an application (STD 678) to the address indicated below. **DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD.**

NOTE: All applications/resumes must include: "to" and "from" dates (month/day/year); time base; and civil service class titles. Applications/resumes received without this information will be rejected. Resumes alone will not be accepted under any circumstances.

NOTE: The Department of Consumer Affairs, Selection Services Unit and/or the State Personnel Board reserve the right to revise the examination plan to better meet the needs of the service if there are any changes in circumstances surrounding the original examination plan.

Submit State Application (STD 678) to:

MAIL TO:
Department of Consumer Affairs
Attn: Selection Services (KC Groppe)
P.O. Box 980428
West Sacramento, CA 95798-0428

HAND DELIVER TO:
Department of Consumer Affairs
Attn: Selection Services (KC Groppe)
1625 North Market Blvd., Suite N 321
Sacramento, CA 95834

SPECIAL TESTING ARRANGEMENTS

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the STD 678 – Examination and/or Employment Application. You will be contacted to make special testing arrangements.

REQUIRED IDENTIFICATION

NOTE: Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.

FINAL FILING DATE

March 6, 2007 – State Applications (678) **must be POSTMARKED** no later than the final filing date. Applications postmarked, personally delivered, or received via interagency mail **after** the final filing date **will not** be accepted for any reason. Applications must have an original signature. Therefore, faxed applications will not be accepted for any reason.

STRUCTURED ORAL INTERVIEW

It is anticipated that the structured oral interview will be scheduled during the month of **April/May 2007**.

ELIGIBLE LIST INFORMATION

A Departmental Open Spot, Sacramento eligible list will be established for the Department of Consumer Affairs. The resulting eligible list will be abolished 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.

SEE REVERSE SIDE FOR ADDITIONAL INFORMATION

**SUPERVISING PERSONNEL SELECTION
CONSULTANT**

LA15/5164/7CA08

FINAL FILING DATE: March 6, 2007

**REQUIREMENTS FOR
ADMITTANCE TO THE
EXAMINATION**

All applicants must meet the education and/or experience requirements for this examination by the final filing date, March 6, 2007.

Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as "Either" I, "or" II, etc. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.

**MINIMUM
QUALIFICATIONS****Either I**

One year of experience performing the duties of a Personnel Selection Consultant II in the California state service. (Applicants who have completed six months of the experience requirement will be admitted to the examination but they must satisfactorily complete one year of the experience before they can be eligible for appointment.)

Or II

Two years of experience performing the duties of a Personnel Selection Consultant I in the California state service.

Or III

Experience: Five years of broad and extensive professional research experience in the field of personnel selection. (A Ph.D. in Industrial Psychology or a closely related field may be substituted for three years of the required experience; a Master's Degree in Industrial Psychology or a closely related field may be substituted for one year of the required experience.) (Experience in California state service applied toward this requirement must include at least one year of experience in a class comparable in level of responsibility to that of a Personnel Selection Consultant II.)

and

Education: Equivalent to graduation from college with a major in psychology, sociology, mathematics, statistics or a closely related field. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)

DEFINITION OF TERMS

"performing the duties of . . ." means that the applicant must have the amount of experience in State civil service in the class or have served in a T&D in the class specified.

"equivalent to graduation from college. . ." means a bachelor's (four year) degree from an accredited college.

**ADDITIONAL
DESIRABLE
QUALIFICATIONS**

In appraising the relative qualifications of candidates, consideration will be given to the extent and type of pertinent training and expertise over and above that required under the "Minimum Qualifications". Preferred types of additional training and experience are:

1. A Ph.D. in Industrial Psychology with a dissertation in the field of personnel selection.
2. Public agency personnel selection experience.
3. Experience in the construction and validation of group-administered aptitude and achievement tests.
4. Experience or training in the field of cultural-fair testing, physical agility testing, medical standards, and training program evaluation.
5. Research experience and use of electronic data processing equipment.
6. Knowledge of a computer programming language appropriate for the statistical analysis of personnel selection data.
7. Experience which has provided exposure to the selection requirements of a wide range of occupations.

**POSITION
DESCRIPTION**

Positions at this level have full management and supervisory responsibility for an organizational unit performing personnel selection research and related activities. The incumbent is the principal department consultant on personnel selection research and related activities requiring skills and knowledge at the highest level with responsibility for work that relates to the department's primary mission.

EXAMINATION SCOPE

This examination will consist of a structured oral interview weighted 100%. The interview will include a number of predetermined, job related questions. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained. **Candidates who do not appear for the interview will be disqualified.**

KNOWLEDGE OF:

1. Principles, procedures, and techniques used in personnel selection and/or occupational licensing-certification research, including research design and experimental methods.
2. Psychological principles, concepts, and theory; various tests and measurement techniques relating to personnel selection, including aptitude, achievement, and performance tests.
3. Statistics as applied to the quantitative methods in psychology and other social sciences.
4. Ethnic and cultural factors involved in the validation of selection methods
5. Electronic data processing techniques related to social science research studies.
6. State and departmental equal employment opportunity policies.

SEE NEXT PAGE FOR ADDITIONAL INFORMATION

**EXAMINATION SCOPE
CONTINUED****ABILITY TO:**

1. Apply research principles and methods to research problems in personnel selection.
2. Prepare and evaluate research reports.
3. Apply professional knowledge in resolving complex selection problems.
4. Establish and maintain effective relationships with other staff members, public and private agencies, and organizations.
5. Teach research principles and methods to other staff members.
6. Carry out difficult research projects.
7. Do independent and creative thinking.
8. Utilize and apply effectively the required technical knowledge.
9. Interpret and apply pertinent provisions of the Constitution and the Civil Service Act and Personnel Board rules.
10. Maintain cooperative relationships with those contacted in the course of the work.
11. Plan, organize and direct the work of others.
12. Communicate effectively.
13. Effectively carry out State and departmental equal employment opportunity policies.

If conditions warrant, this examination may utilize an evaluation of each candidate's experience and education compared to a standard developed from the class specification. For this reason, it is especially important that each candidate take special care in accurately and completely filling out their application. List all experience relevant to the "Requirements for Admittance to the Examination" shown on this announcement, regardless of how long it has been since you attained the experience. Supplementary information will be accepted, but read the "Requirements for Admittance to the Examination" carefully to see what kind of information will be useful to the staff doing the evaluation.

In order to obtain a position on the eligible list, a minimum rating of 70% must be attained.

**VETERANS
PREFERENCE**

Veterans preference credit will not be granted in this examination since it does not qualify as an entrance examination under the law.

QUESTIONS

If you have any questions concerning this announcement, please contact the Department of Consumer Affairs, Testing & Selection Unit, (916) 574-8370.

GENERAL INFORMATION

It is the candidate's responsibility to contact the Department of Consumer Affairs, Selection Services Unit at (916) 574-8370 three weeks after the final file date if a progress note is not received.

If a candidate's notice of exam fails to reach the competitor prior to the interview date due to a verified postal error, the competitor **may be** rescheduled upon written request.

Applications for open and promotional examinations are available from the departmental personnel office, local offices of the Employment Development Department, and the SPBs Website at www.spb.ca.gov.

If you meet the requirements stated on this exam bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described in this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

The Department of Consumer Affairs reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

Examination Locations: Test locations are determined by the number of candidates and are limited or extended as conditions warrant. Ordinarily exams are scheduled in Sacramento, San Francisco, Los Angeles, or the spot(s) location(s) listed on the front of the bulletin.

Eligible Lists: Eligible lists are established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multidepartmental promotional, 4) servicewide promotional, 5) open eligible list. When there are two lists of the same kind, the older must be used first. Eligible lists will expire from one to four years unless otherwise stated on this bulletin. In case of continuous testing examinations, names are merged into the appropriate eligible list in order of final test scores (except as modified by veterans preference points) regardless of the date of the test and the resulting eligible lists will be used only to fill vacancies in the area shown on this bulletin.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class.